

**CLASS TITLE:**

**CHIEF ADMINISTRATOR,  
DIVISIONS OF REHABILITATION  
AND EDUCATION (DLT)**

**Class Code: 02530300**

**Pay Grade: 40A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct, supervise, manage and review the operations of the following divisions engaged in the implementation of the Rhode Island Workers' Compensation Act: the Dr. John E. Donley Rehabilitation Center, Rehabilitation Division and Education Division; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Director of the Department of Labor from whom are received general instructions relative to compliance with departmental policies, objectives, rules and regulations, and pertinent State Laws.

**SUPERVISION EXERCISED:** To review the work of the agencies mentioned in the General Statement of duties to insure conformance to State laws, rules and regulations and prescribed policies and procedures.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, direct, supervise and review the operations of the following divisions engaged in the implementation of the Workers' Compensation Act: Dr. John E. Donley Rehabilitation Center, Rehabilitation Division, Education Division.

To implement all statutory requirements of the Workers' Compensation Act pertaining to the Rehabilitation and Education Divisions.

To implement programs based on comprehensive analyses and reports related to workers' compensation injury, illness, prevention of injury and illness and any other relevant trend related to rehabilitation or education issues.

To make recommendations to the Director regarding updating and/or revising existing laws to insure effectiveness and compliance.

To render decisions for questions arising in connection with the conduct of services within the rehabilitation and education divisions.

To evaluate rehabilitation programs submitted to the Director of Labor for approval as provided for in the Workers' Compensation Act.

To oversee certification process for rehabilitation counselors in the State of Rhode Island.

To systemize the services of the education and rehabilitation divisions to enhance the efficiency and effectiveness of both services.

To promote and publicize the services of both units to the public. Specifically, the employers and employees of the State of Rhode Island.

To direct and oversee the necessary facility operations for the building that houses both units.

To evaluate all requests for personnel changes and recommendations for purchases from both divisions.

To confer with, advise and assist the Director of Labor relative to the formulation of broad agency policies affecting the implementation of the Workers' Compensation Act.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of state laws pertinent to workers' compensation, a thorough knowledge of state regulations for medical personnel engaged in delivery of rehabilitation services, knowledge of OSHA and NIOSH guidelines for work place safety. Ability to apply such knowledge in directing programs for education and rehabilitation relevant to workers'; compensation. Ability to plan and direct the work of staff and evaluate said work to insure effectiveness and compliance with prescribed laws, rules and regulations; the ability to prepare clear and concise written and verbal reports; the ability to establish and maintain effective working relations with: employers and employees in the State of Rhode Island, all other agencies dealing with workers' compensation issues including the Workers' Compensation Court, the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with a specialization in Business Administration, Management, Health Services, or other related fields; and

Experience: Such as may have been gained through: a minimum of 3 years employment in and administrative capacity analyzing and implementing workers' compensation rehabilitation services, employment in field of work related injury and illness prevention.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: January 12, 1992

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